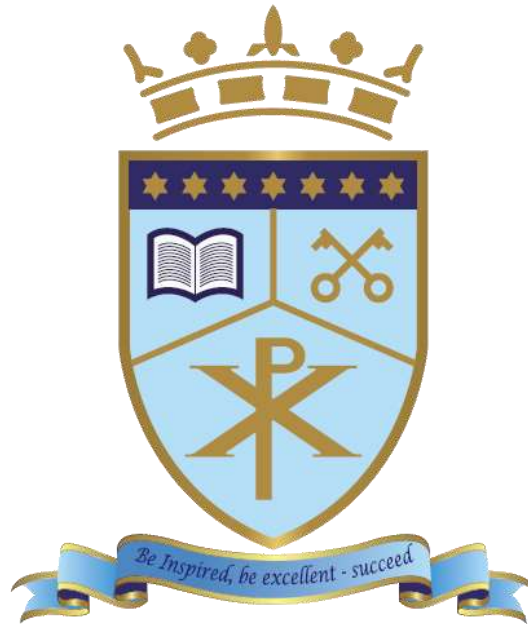


All Saints Catholic College



BTEC Registration and Certification Policy and Procedures

**This policy is reviewed annually to ensure compliance
with current regulations**

Adopted by the Governing Body on: 25th April 2018

Date reviewed by Governors: June 2022

Date of next review: June 2023

BTEC Registration and Certification Policy and Procedures

Abbreviations:

EO	Exams officer
QN	Quality nominee
LIV	Lead Internal Verifier
QAN	Qualification Number

Aims:

- To ensure that individual students are registered on the correct programme within agreed timescales.
- To ensure valid student certificates are claimed within the timescales specified by the awarding body.
- To construct a secure, accurate and accessible audit trail to ensure that students' registration and certification claims can be tracked to the certificate which is issued for each student.

The Centre will provide a mechanism for programme teams to check the accuracy of the student registration. At the start of term the Examinations Officer will send Heads of Department set lists for checking, with Programme Numbers and QAN. Heads of Department will return these with any amendments. A meeting will be held between the Examinations Officer and Heads of Department regarding checking of entries (EO, QN, HOD).

The Examinations Officer will:

- register each student within the awarding body requirements. The Examinations Officer will send an email to the Head of Department requesting BTEC Course details, Programme Number and QAN; (EO, LIV, QN).
- register students by SIMS EDI or on *Edexcelonline* by the deadline set by Edexcel. Confirmation will be printed and distributed to Heads of Department.
- make each student aware of their registration status (Subject Leader/LIV, EO).
- inform the awarding body of withdrawals, transfers or changes to students' details (EO acting on information from Subject Leader/LIV, QN).
- inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students (EO, LIV).
- ensure that certificate claims are timely and based solely on internally verified assessment records (EO, QN, LIV).
- audit certificate claims made to the awarding body (EO and QN).
- audit the certificates received from the awarding body to ensure accuracy and completeness (EO).

- keep all records safely and securely for three years post certificate (EO, QN, LIV).

Definitions of key processes in more depth

- **Registration:** registration initiates our Quality Assurance processes. Learners following a standard academic year are registered by the deadline published by Edexcel.
- **Transfer:** learners can transfer their registration and achievement to date between centres. Transfer between programmes is permitted. Procedures need to ensure transfers are accurate and timely. They should also ensure that adequate information about the transferee's position and progress is communicated.
- **Withdrawal:** LIV/the teacher must let the EO know when a learner leaves before completion, so that withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date.
- **Certification Claims:** full qualification certification or credit certification is claimed via Edexcel Online or by paper Student Report Forms (SRFs). Claims can be made at any time of year, but claims for August certification should be received by the awarding organisation by the July deadline. As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims.